



State of Louisiana

Louisiana Department of Health
Office of Public Health

July 23, 2021

Louisiana Ethics Administration Program
P.O. Box 4368
Baton Rouge, Louisiana 70821

Dear Louisiana Board of Ethics:

The Louisiana Department of Health's (LDH) Section of Environmental Epidemiology and Toxicology (SEET) is contacting you to obtain an advisory opinion to determine if the Southeast Louisiana Area Health Education Center (SELAHEC) is a prohibited vendor.

In recent years, LDH/SEET has established a partnership with the SELAHEC. Elizabeth Tamor, who is the SELAHEC's Chief Learning Officer, exhibited at the LDH/SEET's Children's Environmental Health Symposium, which was held in June 2019. Because this was a pediatric health event, Ms. Tamor distributed children's books to the conference participants, which included clinicians, teachers, school administrators and public health practitioners.

LDH/SEET is interested in engaging child care owners and other early child care stakeholders (ECE) in their Choose Safe Places for Early Care and Education Program (CSPECE), <https://ldh.la.gov/index.cfm/page/3479>. On Monday, July 19, 2021, Emán Williams, who is the CSPECE's Health Communications and Community Engagement Specialist, contacted Kahree Wahid, who is Director of the Louisiana Department of Education's Head Start Program, to obtain recommendations for promotional items purchase for ECE stakeholders (Please refer to the email attachment titled "Promotional Items Inquiry" for more information.). The Head Start Program Director recommended that LDH/SEET purchase children's books to disseminate to child care providers who visited their booths at conferences and other events.

Because Ms. Tamor had disseminated children's books at the Children's Environmental Health Symposium, Emán Williams emailed her on Monday, July 19, 2021 to obtain a list of vendors who sold children's books. Ms. Tamor stated that the SELAHEC's program that provided the books to children had sunset. Ms. Tamor mentioned that her organization had many books on hand and could donate them to LDH (Please refer to the attached email entitled "Children's Book Inquiry" for additional information).

Ms. Williams emailed her supervisor, Kathleen Aubin, to inform her about the email correspondence with Ms. Tamor. Mrs. Aubin recommended that Emán contact the Louisiana

ETHICS BOARD REC'D
AUG 4 '21 PM 1:49

Ethics Board to obtain an advisory opinion (Please refer to the email attachment saved as "Children's Book Inquiry Email to Supervisor" for more information.).

LDH/SEET is interested in determining if they could accept the children's books from the Southeast Louisiana Area Health Education Center to disseminate to Head Start Programs and other child care centers who visit LDH/SEET's tables at conferences and participate in our workshops, meetings and other events.

On Friday, July 23, 2021, Emán emailed Shawn Hoover from the Louisiana Division of Administration's Office of State Procurement requesting the state's protocol for researching if a vendor has contracts with state agencies. Mr. Hoover recommended that Emán visit, https://www.cfprd.doa.louisiana.gov/osp/lapac/eCat/dsp_eCatSearchLagov.cfm, which is the Louisiana Office of Procurement's Electronic Catalog to determine if the vendor currently has a contract with the state. Emán was unable to locate the Southeast Louisiana Health Education Center in Louisiana Division of Administration's system (Please refer the attached email entitled "Vendor Inquiry" for more information.).

Would the Southeast Louisiana Area Health Education Center be considered a prohibited source?

Please contact Emán Williams at 504-568-8143 or via email at Eman.Williams@la.gov if you have any questions or need additional information about this matter.

Sincerely,



Emán Williams, M.S.P.H., M.A.
Health Communications Specialist/Community Engagement Specialist
Louisiana Department of Health
Section of Environmental Epidemiology and Toxicology
Enclosures:
Promotional Items Inquiry Email
Children's Book Inquiry Email
Children's Book Email to Supervisor
Vendor Inquiry Email

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From: Kahree Wahid
To: Eman Williams
Subject: RE: Promotional Items Inquiry
Date: Monday, July 19, 2021 1:13:16 PM

Hi Mrs. Eman,

I will always advise books, if you are interested let me know and I will direct you to a contact I have to assist.

Thanks and be safe,

Kahree

Kahree A. Wahid
Head Start State Collaboration Office (Director)
Louisiana Department of Education
1201 N. 3rd Street
Baton Rouge, LA 70802

225-342-3515 Office
225-572-7814 Cell
kahree.wahid@la.gov

From: Eman Williams
Sent: Monday, July 19, 2021 1:05 PM
To: Kahree Wahid <Kahree.Wahid@LA.GOV>
Subject: Promotional Items Inquiry

Good Afternoon Mr. Kahree:

We will be purchasing some promotional items soon. I wanted to include some promotional items for early childhood providers in our order.

What types of promotional items do Head Start staff and other early childhood stakeholders like?

Emán Williams, M.S.P.H, M.A
(She, Her, Hers)
Health Communications Specialist
Louisiana Department of Health
Eman.Williams@la.gov
Phone: 504-568-8143
Environmental Public Health Tracking Program
<http://www.ldh.la.gov/index.cfm/subhome/50>

From: [Eman Williams](#)
To: "Liz Tamor"
Subject: RE: Children's Book Inquiry
Date: Monday, July 19, 2021 4:32:00 PM

Hi Liz:

Thank You. I am sorry to hear that your program has sunset. ... I will share this information with my supervisor and provide you with a response shortly.

Emán Williams, M.S.P.H, M.A
(She, Her, Hers)
Health Communications Specialist
Louisiana Department of Health
Eman.Williams@la.gov
Phone: 504-568-8143
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<http://www.ldh.la.gov/index.cfm/subhome/50>

From: Liz Tamor <liz.tamor@selahec.org>
Sent: Monday, July 19, 2021 4:18 PM
To: Eman Williams <Eman.Williams@LA.GOV>
Subject: Re: Children's Book Inquiry

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

We usually use Scholastic for ordering. SE LA AHEC has many books on hand we could donate to your agency. Our program has sunset and would love to go to partner organization. Would estimate 200 to 300 books and ranging from 0 to 3 years old. Please let me know if you have interest.

Elizabeth W Tamor
Chief Learning Officer
SELAHEC
985.345.1119 p
985.345.1157 f
www.selahec.org

On Jul 19, 2021, at 4:09 PM, Eman Williams <Eman.Williams@la.gov> wrote:

Good Afternoon Ms. Tamor:

You tabled at my Department's Children's Environmental Health Symposium in the summer of 2019. I met you at this event and took several children's books from your

table. Because one of our programs is targeting early childhood educators, we are interested in purchasing children's books.

Can you provide me with the names of the vendors that you use to purchase the children's books?

Thank You

Emán Williams, M.S.P.H, M.A

(She, Her, Hers)

Health Communications Specialist

Louisiana Department of Health

Eman.Williams@la.gov

Phone: 504-568-8143

Environmental Public Health Tracking Program

<http://www.ldh.la.gov/index.cfm/subhome/50>

From: Kathleen Aubin
To: Eman Williams
Cc: Rosalind Green (LDH-OPH)
Subject: RE: Children's Book Inquiry
Date: Wednesday, July 21, 2021 8:56:54 AM

Ok, Thanks, Eman
Kathleen

From: Eman Williams
Sent: Wednesday, July 21, 2021 8:56 AM
To: Kathleen Aubin <Kathleen.Aubin@LA.GOV>
Cc: Rosalind Green (LDH-OPH) <Rosalind.Green@LA.GOV>
Subject: RE: Children's Book Inquiry

Thanks, I will contact the Ethics Board. I have contacted them in the past to inquire about a matter for Tracking. They will probably require us to submit something in writing. I will keep you posted.

Emán Williams, M.S.P.H, M.A
(She, Her, Hers)
Health Communications Specialist
Louisiana Department of Health
Eman.Williams@la.gov
Phone: 504-568-8143
Environmental Public Health Tracking Program
<http://www.ldh.la.gov/index.cfm/subhome/50>

From: Kathleen Aubin <Kathleen.Aubin@LA.GOV>
Sent: Monday, July 19, 2021 4:56 PM
To: Eman Williams <Eman.Williams@LA.GOV>
Cc: Rosalind Green (LDH-OPH) <Rosalind.Green@LA.GOV>
Subject: RE: Children's Book Inquiry

Eman,
This would be a question for our ethics section since I am not too certain if we (LDH) can receive donations.
Please inquire about this :
I would send an email to this link: <https://www.ethics.la.gov/ContactUs.aspx>

Alternatively, you could possibly directly speak to Carolyn Abadie Landry who is the ethics executive secretary.
225-219-5600 | 1-800-842-6630

Thanks, Eman
Kathleen

From: Eman Williams

<http://www.ldh.la.gov/index.cfm/subhome/50>

From: Shawn Hoover <Shawn.Hoover@la.gov>

Sent: Friday, July 23, 2021 12:59 PM

To: Eman Williams <Eman.Williams@LA.GOV>

Subject: RE: Vendor Inquiry

Eman,

You can see if a vendor has a state contract currently by going to the below link and entering the Vendor's name.

https://wwwcfprd.doa.louisiana.gov/osp/lapac/eCat/dsp_eCatSearchLagov.cfm

Thanks,

SHAWN HOOVER
STATE PROCUREMENT MANAGER / BLANKET ORDER BID TEAM

OSP

OFFICE OF STATE PROCUREMENT

WEBSITE: Procurement.LA.Gov

1201 N. THIRD ST. | BATON ROUGE, LA 70802

P.O. BOX 94095 | BATON ROUGE, LA 70804

MAIN | 225 342 8010 DIRECT | 225 342 8011

From: Eman Williams

Sent: Friday, July 23, 2021 12:52 PM

To: Shawn Hoover <Shawn.Hoover@la.gov>

Subject: Vendor Inquiry

Good Afternoon Mr. Hoover:

I hope that you are doing well today..... I was wondering if there was a way to determine if a particular company has a contract with the Louisiana Department of Health.

Emán Williams, M.S.P.H, M.A

(She, Her, Hers)

Health Communications Specialist

Louisiana Department of Health

Eman.Williams@la.gov

Phone: 504-568-8143

Environmental Public Health Tracking Program

<http://www.ldh.la.gov/index.cfm/subhome/50>

LDH/OPH/SEET
1450 Poydras Street, Suite 1631
New Orleans, LA 70112



7007 1490 0003 3199 0276

Louisiana Ethics Administration Program
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OTS PSS Mail Center

Deliver To: Board of Ethics
Ethics

Building: LaSalle

Sender:



No. of Items

13

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8/4/2021 11:50:13 AM

STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS
OFFICE OF PUBLIC HEALTH
SECTION OF ENVIRONMENTAL EPIDEMIOLOGY & TOXICOLOG
P.O. BOX 60630
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